



Who are we?

The Field Services Unit works directly with the BAs of each of the approximately 600 participating employers.

Staff works one-on-one with BAs annually to ensure they are handling new enrollments and changes to files appropriately and trains BAs to use EBS, including the Online Enrollment System.

The Field Services staff also:

- Enrolls new employer groups
- Conducts employee orientation
- Conducts preretirement sessions
- Facilitates enrollment meetings
- Attends benefits fairs
- Conducts training classes at EIP and regionally

Contact this unit at 803-734-0602 to arrange for a representative to participate in these types of sessions.

Who do we serve? Benefits Administrators!

A benefits administrator manages the employee benefits programs for an employer. These programs include the insurance benefits offered through the Employee Insurance Program.

Not only do benefits administrators need to understand these insurance programs and how they operate, but they must also stay abreast of federal and state programs and regulations that affect employee benefits. Expertise in administering benefits is becoming more important as these programs account for a growing proportion of overall employee compensation.

Familiarity with these benefits is top priority for a benefits administrator, particularly in light of the rising cost of healthcare and the increasing cost to the employer in providing these benefits.



Training Class Schedule

Insurance Benefits Training (IBT)

9:30 a.m.-4:30 p.m.

2008: Nov. 13 • Dec. 11

2009: Jan. 6 & 22 • Feb. 24 • March 19

• April 7 • May 21 • June 18

COBRA

10 a.m.-1:30 p.m.

2008: Nov. 20

2009: Jan. 15 • Feb. 12 • March 24 • May 5

• June 16

Retirement, Disability and Death: What are your options?

10 a.m.-1:30 p.m.

2008: Nov. 18

2009: Feb. 19 • March 12 • April 23 • June 2

Online Enrollment 101

2 p.m.-4 p.m.

2008: Nov. 20 • Dec. 4

2009: Jan. 15 • Feb. 19 • March 5

Why use the online enrollment system?

- Fewer errors
- More timely enrollments and changes
- Easier management of records in suspense.

FIELD SERVICES UNIT



Why attend training classes?

Familiarity with the rules, procedures and regulations will assist benefits administrators in providing sound advice to their employers and employees.

To register for a class, go to the EIP Web site at www.eip.sc.gov. From the homepage:

- Click "Choose Your Category"
- Click "BA Login"
- Enter your group number in the box indicated and click "Submit"
- Click the name of a class to get an overview, or click "Register" in the right-hand box to register.
- Fill out the registration form and click "Register".
- If the class you choose is not available, you will see: "Class is Full". Choose another date.

If you have questions about your status for a class, or need a complete schedule, please call Pamala Jackson at 803-734-0706 (Greater Columbia area) or 888-260-9430 (toll-free outside Columbia area) or send an e-mail to pjackson@eip.sc.gov.

Contact Information

Dayle DeLong

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Field Services Representative

Midlands/Pee Dee

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SOUTH CAROLINA BUDGET AND CONTROL BOARD

Employee Insurance Program

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Contact Information



EMPLOYEE INSURANCE PROGRAM